

<b>NEVADA DEPARTMENT OF CORRECTIONS</b>	<b>SERIES 100 GENERAL ADMINISTRATION</b>	<b>SUPERSEDES: AR 122 (01/20/03)</b>
<b>ADMINISTRATIVE REGULATIONS MANUAL</b>	<b>ADMINISTRATIVE REGULATION 122 OFFICIAL CORRESPONDENCE TEMP</b>	<b>EFFECTIVE DATE: 04/05/04</b>

## TABLE OF CONTENTS

	<u>PURPOSE</u>	
	<u>AUTHORITY</u>	
	<u>RESPONSIBILITY</u>	
	<u>DEFINITIONS</u>	
	<u>APPLICABILITY</u>	
	<u>PROCEDURES</u>	
<u>122.01</u>	GENERAL WRITTEN CORRESPONDENCE	
<u>122.02</u>	COMPUTER GENERATED CORRESPONDENCE	
	<u>REFERENCES</u>	
	<u>ATTACHMENTS</u>	
	<u>MANDATORY REVIEW DATE</u>	<u>01/20/05</u>

### PURPOSE

To ensure all Department reports, Departmental statements, official outgoing correspondence and other agency documents are responded to in a professional manner.

To assist in preventing unauthorized or contradictory communications.

### AUTHORITY

NRS 209.131  
NRS 209.136

### DEFINITIONS

**OFFICIAL CORRESPONDENCE** – An individually signed and addressed letter on Department letterhead or memorandum form prepared by an authorized employee of the Department relating to official Department business.

## **RESPONSIBILITY**

It is the responsibility of Department employees to have a working knowledge and comply with this administrative regulation.

## **APPLICABILITY**

This Administrative Regulation applies to all Department staff/employees and inmates assigned to work assignments within the Department.

## **PROCEDURES**

### **122.01 GENERAL WRITTEN CORRESPONDENCE**

1.1 All communications to and from, as well as within the Department, will be properly addressed and promptly distributed.

1.2 Block format will be used in the preparation of all Department correspondence.

1.3 Official Department stationery is not to be used for any purpose other than authorized official correspondence.

1.3.1 It is not to be used for personal correspondence nor for inmate use under any circumstances, except with expressed delegation by the inmate's supervisor in the performance of an assignment.

- Inmates in unauthorized possession of state or Department stationery will be subject to discipline.

1.4 All written communications to members of the legislature, elected officials or the heads of other agencies/departments are to be prepared for the Director's or designee's signature, with a copy to the Director for information purposes.

1.5 Any written correspondence by Department employees is to be signed by the responsible party. Only letters that are to be signed by the Director or designee are to include the Director's name in the signature block.

1.5.1 A copy of all correspondence prepared for the Director's signature will be provided to the Director's Executive Assistant along with a copy of any back-up documentation.

1.6 Department employees are not to sign on behalf of the Director unless specifically authorized to do so.

1.7 A staff member may be designated to sign for other employees in their absence for them. The staff members will sign their name over a typed name of the Administrator that indicates that the staff member has full power to act for the Administrator.

1.8 Official correspondence to other institutions/facilities/divisions within the Department or other Nevada state agencies will be on official Department letter or memorandum stationary. Official correspondence to other outside parties will be on official Department letterhead.

1.9 Official stationary/letterhead or memorandum stationary is to be ordered through the Department's print shop. Employees are authorized to use approved templates in lieu of stationary/letterhead.

## **122.02 COMPUTER GENERATED CORRESPONDENCE**

1.1 Computer generated e-mail correspondence is authorized and can be used for correspondence between the respective institutions, facilities and divisions within the Department or other agencies.

- When using e-mail to respond to other Nevada state or outside agencies, staff and employees will ensure compliance with the Department's Administrative Regulation 140.
- In instances where reports/correspondence is computer generated, the generating party will maintain a signed hard copy of the original document for their files.

1.2 Agency approved templates may be used in memorandums used for intra-departmental letterhead for e-mail.

## **REFERENCES**

None

## **ATTACHMENTS**

Departmental Letterhead  
Departmental Memorandum "Sample Template"

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Jackie Crawford, Director

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Date

**CONFIDENTIAL**

        
Yes

XX  
No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.**

